

Spectrum School Board Special Meeting Minutes

Date: May 22, 2015

Scheduled Time: 5:00 p.m.

Attendance:

Position	Committee Member	Arrive	Depart
Chair	Dave Lucas	Absent	
Vice-Chair	Tom Sagstetter	Present	
Secretary	Kerry Jerred	Absent	
Treasurer	Jeff Uecker	Present	
Member	Jessica Kemnitz	Present	
Member	Robin Schelske	Present	
Member	Tony Brunt	Present	
Ex-Officio	Vanessta Spark	Present	
Staff Member	Dawn Sorenson	Present	

1. Meeting called to order with quorum present at: 5:00 p.m.
2. Reading of Mission and Vision Statement
3. Conflict of Interest  
 Vice Chair Tom Sagstetter called for conflict of interest acknowledgement. None was noted.
4. Consent Agenda  
 Mr. Uecker requested that an item be added to the agenda. Item #5.3 – How to handle spending between now and next Board meeting.

On a motion duly made and seconded, Schelske/Kemnitz, the Spectrum High School Board of Directors unanimously approved the agenda as amended.

5. New Business

**5.1 Lawn Mower Purchase**

Ms. Spark stated that the lawn mower that we have for mowing the athletic fields and school grounds has broken. The School has looked into several different possibilities such as fixing the mower, which was determined would not be cost effective to repair due to the age of the mower, hiring an outside company to mow; however, the cost to do so is \$400 a time and therefore wouldn't be cost effective to the school, or purchase a new mower. Ms. Spark shared that they had several bids for a new mower – one at \$7,430 and the other at \$8,559. She stated that the more expensive mower is more conducive to the needs of the school.

The Board reviewed the 14-15 budget and noted that additional monies were available in the Textbooks and Workbooks line item where only 59.8% of the budgeted amount had actually been spent.

Following discussion, on a motion duly made and seconded, Schelske/Brunt, the Spectrum High School Board of Directors unanimously approved the purchase of the \$8,559 new lawn mower.

### **5.2 .6 FTE Position Increase Approval for 15-16 School Year**

Ms. Spark stated that while in the process of hiring for the 15-16 school year, she is in need of an additional .6 position FTE in order to continue with the hiring process for the following school year. Ms. Spark went on to explain in detail the process for creating the master schedule, as well as how hiring a replacement teacher for someone leaving isn't always possible as either the teacher leaving or the teacher being hired may have a unique licensure, i.e., communication and technology, and in the process, shuffling of teachers and the subject matter being taught occurs, which may, as in this case, result in need of additional FTE's.

Mr. Uecker stated that he would prefer to budget more FTE's than what may be needed so that the Executive Director has room within the budget in which to work.

Following discussion, on a motion duly made and seconded, Brunt/Schelske, the Spectrum High School Board of Directors unanimously approved an increase in FTE's of 1.1, to fill as needed by the Executive Director, for the 15-16 school year.

### **5.3 Spending Handling Between Now and June 18, 2015 Board Meeting**

Mr. Uecker stated that he had a conversation with those from his firm, Clifton Larson Allen, who work with charter schools and was told that the \$5,000 spending limit isn't uncommon in the financial policies for their respective schools. However, he stated that he had a phone conversation with Mr. Lucas regarding spending needs between now and the next Board meeting. He stated that he and Mr. Lucas discussed that they be delegated authority to approve any items over the \$5,000 spending limit, which would then be accounted for on the consent agenda at the next month's Board meeting. At the Board meeting, should any Board member want to discuss the items that had been purchased, a motion would be made to remove the item from the consent agenda to the regular agenda for discussion. In this way, the Board doesn't need to keep calling special meetings to approve spending over the \$5,000 threshold and the Board retains its authority to discuss purchases over \$5,000 should it desire. Mr. Brunt questioned whether there needed to be consensus among he and Mr. Lucas, to which Mr. Uecker stated, "yes."

Following discussion, on a motion duly made and seconded, Schelske/Kemnitz, the Spectrum High School Board of Directors unanimously approved the Board Treasurer and Chair to authorize purchases over the \$5,000 threshold effective until the June 18, 2015 meeting of the Board.

6. Miscellaneous  
None

7. Next Meeting Agenda Input

- Financial Policy and Spending Threshold

8. Adjournment

On a motion duly made and seconded, Brunt/Kemnitz, the Spectrum High School Board of Directors unanimously adjourned the meeting at 5:20 p.m.



---

17796 Industrial Circle NW ■ Elk River, MN 55330  
Phone: 763-241-8703 ■ Fax: 763-633-1380  
[www.spectrumhighschool.org](http://www.spectrumhighschool.org)

A handwritten signature in black ink, appearing to read 'Kerry K. Jerred', is written in a cursive style.

---

Board Secretary Certification, Kerry Jerred